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Addendum

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This Agreement made this 17<sup>th</sup> day of December, 1976, between Hunterdon Council No. 15, New Jersey Civil Service Association and the Hunterdon County Board of Chosen Freeholders and the Hunterdon County Welfare Board, shall constitute the complete and sole addendum for the Hunterdon County Welfare Board employees to the 1976-1977 Agreement between the Hunterdon County Board of Chosen Freeholders and Hunterdon Council No. 15, New Jersey Civil Service Association.

It is agreed by and between the above named parties that only the Articles of this Addendum set forth below, which modify and amend the provisions of the said Agreement, shall apply to Hunterdon County Welfare Board employees. In those situations, if any, in which the provisions of the Agreement and the Addendum are in conflict, the provisions of the Addendum shall supersede and take precedence over those of the Agreement.

#### ARTICLE 1

##### SCOPE OF AGREEMENT AND BARGAINING UNIT

The Employer acknowledges that it has ascertained that the Association represents a majority of the employees set forth in the bargaining unit and is, therefore, legally entitled to recognition by the Employer as the sole and exclusive bargaining representative of the employees in the bargaining unit.

The negotiating unit for County Welfare Board employees shall include all employees of the Hunterdon County Welfare Board excluding, however, the Director, Deputy Director, Administrative Supervisor, Supervising Clerk Bookkeeper, Administrative Secretary and Counsel.

Unless otherwise indicated, the terms employee or employees when used in this Agreement refer to all persons represented by the Association in the above defined negotiation unit.

#### ARTICLE 2

##### PAYROLL DEDUCTIONS

###### A. Dues Checkoff

The Employer will deduct current uniform dues of employees who are members of the Association beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the

Employer will forward a list of all employees hired or terminated during the preceding month.

It shall be the sole obligation of the Employer to remit sums deducted to the Treasurer of the Association by the 15th of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made.

The Association shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the Employer's deducting sums as Association dues pursuant to this Article.

#### B. Automobile Insurance Coverage

The County agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Association shall hold the Employer harmless against all claims, demands or other forms of liability that may arise out of the employer's deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless agreement from the carrier providing such group automobile insurance coverage. The contract between the insurance carrier and the County shall contain provisions reasonably acceptable to both the County and the Association.

### ARTICLE 3

#### MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including but not limited to the rights of hiring, suspending, discharging in accordance with Civil Service rules, promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Civil Service Regulations and any other applicable law or provision of this Agreement.

It is understood that in the discharge of these rights every employee shall be treated within the accepted standards of common decency, courtesy and respect.

### ARTICLE 4

#### ASSOCIATION REPRESENTATIVES

The Association shall have the right to designate such members of the Association as it deems reasonably necessary as

Association Representatives, who shall not be discriminated against due to their legitimate Association activity.

No more than two authorized representatives of the New Jersey Civil Service Association, Inc. so designated shall have the right to enter upon the premises of the Hunterdon County Welfare Board with prior 24 hour written notice during working hours as long as such visits do not interfere with proper service to the public. Approval of the Department Head must be obtained prior to such visit.

## ARTICLE 5

### RIGHTS AND PRIVILEGES OF THE ASSOCIATION

The Board of Chosen Freeholders agrees to make available to the Association all public information concerning the financial resources of the County together with information which may be necessary for the Association to process any grievance or complaint.

No more than five Association representatives, two of whom shall be Welfare Board employees, shall be permitted to participate in negotiations, conferences or meetings with the Hunterdon County Welfare Board. In the event the Welfare Board schedules negotiations, conferences or meetings during normal working hours, up to five Association representatives, two of whom shall be Welfare Board employees, may participate with no loss in pay.

Upon securing prior approval from the Welfare Board, representatives of Hunterdon Council #15 or of the State Association (NJCSA) or its affiliates so designated shall be permitted to transact official Association business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service.

Upon securing prior approval, the Association may use facilities and equipment when not otherwise in use.

The Association may use bulletin boards and mailboxes.

Should the representative of the Association or the Association itself cause any malicious damage to any facility or equipment owned by the County, the Association hereby agrees to either repair such facility or equipment at its own cost or to reimburse the County for the reasonable cost to repair said facility or equipment.

## ARTICLE 6

### ADHERENCE TO CIVIL SERVICE RULES

The Employer and the Association understand and agree that all Rules promulgated by the New Jersey Department of Civil Service shall be binding upon both parties.

## ARTICLE 7

### RULES OF THE EMPLOYER

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

## ARTICLE 8

### HOURS OF WORK

Employees will work thirty-five (35) hours during the normal work week, Monday through Friday, 8:30 a.m. - 4:30 p.m. with one hour for lunch.

## ARTICLE 9

### BREAKS

Each employee herein represented shall be entitled to one fifteen (15) minute break for each half-day period of work (morning and afternoon, and equivalent periods for shift work) in accordance with Ruling 11. Unused break time shall not be credited or accumulated in any way by the employee.

## ARTICLE 10

### OVERTIME

Any employee, given prior or emergency approval for overtime by his or her supervisor, shall be granted compensatory time on an hour for hour basis for hours worked between 35 and 40 hours or time and one half the employee's straight time hourly rate for each hour worked beyond forty (40) hours worked in the employee's normal work week, all as provided by law. Such compensatory time shall be taken within the next succeeding three months.

As described above, overtime will be provided to temporary employees.

## ARTICLE 11

### WAGES

Wages for all Welfare Board employees covered by this Agreement shall be paid in accordance with the "Formula For Wages" attached hereto and made a part hereof.

## ARTICLE 12

### HOLIDAYS

The twelve legal holidays presently observed shall continue to be observed under this Agreement (New Year's Day, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day and Christmas Day).

Also to be observed are any other <sup>additional</sup> holidays declared by the legally constituted authorities of the County ~~State or~~ or any holidays declared by <sup>Gubernatorial proclamation</sup> ~~the Governor for State employees~~ which are not listed above. ~~On State proclaimed days off for State employees County Welfare Board employees will be paid as if they had worked thereon~~ Employees who work on such days will receive compensatory time for their normal workday and their normal overtime rate for all hours beyond their normal workday.

When a holiday falls on a Sunday, it shall be observed on the following day, Monday.

## ARTICLE 13

### VACATIONS

All employees covered by this Agreement shall be granted vacation leave as follows in accordance with Ruling 11:

One (1) working day for each full month of service or major fraction thereof during the 1st year;

After one year of service through five years of service, twelve (12) working days per year;

After five years of service through twelve years of service, fifteen (15) working days per year;

After twelve years of service through <sup>twenty</sup> ~~nineteen~~ years of service, twenty (20) working days per year;

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*B.B.K. C.W.  
M.P.M. J.W. J.H. 222*

After twenty years of service, twenty-five (25) working days per year.

Employees shall submit requests for vacation time no later than May 15 of the year with first and second choices. Vacations shall be scheduled on the basis of seniority by the Director of Welfare.

A vacation carryover of up to one-third (1/3) of a year's vacation credit is permitted upon written notice filed by December 1st. The carryover must be used in the succeeding year or such vacation credit is forfeited. A vacation carryover is permitted only in accordance with the provisions of Ruling 11.

Service includes all temporary continuous service immediately prior to permanent appointment with the Welfare Board or other County Office provided there is no break in service of more than one week.

Vacation time may be used on a day basis. For purposes of scheduling annual vacations, requests shall state "(number) days to be used on a day basis," with no specific dates required. A separate request for the scheduling of each such day shall be made.

Each employee shall be given credit for each calendar year for all due vacation leave and shall be entitled to use credited leave when requested. Should an employee's service terminate before the end of the year, earned vacation leave shall be calculated based on the number of months (or major portion thereof) completed. Unused earned vacation leave shall be reimbursed to the employee in the final pay. Used unearned vacation leave shall be deducted from the final pay.

#### ARTICLE 14

##### LEAVES OF ABSENCE

###### A. SICK LEAVE

Sick Leave - Sick leave shall accumulate at the rate of one (1) day per month in the first year of service, commencing in the first month or major portion thereof from the date of hire.

It is assumed that the employee shall remain in the service of the County for the remainder of the calendar year, and the total number of sick days, pro-rata, shall be credited to the employee. If separation occurs before the end of the year, and more sick leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay.

Sick leave shall accumulate year to year with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year.

B. MATERNITY LEAVE

An employee shall notify the Employer of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay and said leave shall be granted. A maternity leave of absence shall be for the maximum period allowed by Civil Service Rules. The employee may elect to return to work at an earlier date provided the employee shall be deemed medically fit to return to the duties and responsibilities of her position. Maternity leave with pay shall be granted in accordance with the provisions in Ruling 11.

C. BEREAVEMENT LEAVE

All employees shall receive <sup>up to</sup> three (3) <sup>days per calendar year</sup> ~~non-cumulative working~~ days leave in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, brother, sister-in-law, brother-in-law, grandparent (of employee or employee's spouse), grandchild (of employee or employee's spouse), parent, step-parent, father-in-law, mother-in-law and any other <sup>relative in</sup> ~~member of~~ the immediate household. This leave is separate and distinct from any other leave time. ~~In the event of multiple deaths, special consideration will be given to the employee by the Employer.~~

D. PERSONAL LEAVE

Employees hired prior to January 1, 1976 shall receive annually three (3) days leave for personal business which is non-cumulative.

Employees hired after January 1, 1976 shall receive non-cumulative personal leave days on a prorated basis from date of hire during the first calendar year of employment ~~in accordance with the following schedule~~ which shall be earned at the rate of one (1) day for every 2 months completed up to the maximum of three (3) days.

~~DATE RANGE~~

~~NUMBER OF DAYS~~

~~(a) January through April 30~~  
~~inclusive~~

~~3~~

~~(b) May through August 31~~  
~~inclusive~~

~~2~~

~~(c) September 1 through December 31~~  
~~inclusive~~

~~1~~


and thereafter,

During the second calendar year of employment, said employees shall receive three (3) days leave for personal business which is non-cumulative.

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E. OTHER LEAVES

All other proper and authorized leaves as provided, in Ruling 11 and in the Rules of the Department of Civil Service shall be recognized and constitute a part of this Agreement. 

ARTICLE 15

JURY DUTY

Should an employee be obligated to serve as a juror he shall receive full pay from the County for all time spent on jury duty.

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

ARTICLE 16

MEDICAL AND OTHER BENEFITS

The medical and other benefits currently enjoyed by employees shall remain in effect during the term of this Agreement.


In addition, the Employer agrees to provide, at no cost to the employees, medical coverage in the form of Blue Cross, Blue Shield, Rider J and Major Medical as currently provided through the State Health Benefit Plan for all employees and their eligible dependents. The Employer shall also pay the monthly Medicare premium for each employee over age sixty-five (65).

Each employee shall receive for on the job injuries a leave of absence with full pay for up to twenty-six (26) weeks, with no loss in sick leave credit or any other leave time. Any monies received by the employee from Workmen's Compensation during the leave of absence which is for regular maintenance shall be reimbursed to the County.

The Employer further agrees to provide health insurance as a supplement to Medicare for retired County Welfare Board employees on the same basis as such coverage is provided to retired State employees if such coverage is available and can be obtained.

ARTICLE 17

EMPLOYEE'S EXPENSES

Employees authorized and required to use personal vehicles in the pursuit of proper and necessary Welfare Board business shall be reimbursed 

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at the rate of 14 cents per mile. In the event of an increase in the State mileage reimbursement rate, either party may, within thirty (30) days after the effective date of said increase, request the reopening of negotiations on the mileage rate.

The Welfare Board shall continue its present policy of providing meals to its employees who are out of Hunterdon County on Welfare Board business. Reimbursement shall not exceed the maximum amount allowable under applicable State Travel Regulations.

#### ARTICLE 18

##### EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work. Adequate parking for employees' automobiles will also be provided.

#### ARTICLE 19

##### SAFETY

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Association reserves the right to call upon the Employer or any appropriate State or Federal agency to investigate any matter involving work area or equipment. Such request will only be made where the Association feels that the employee is subjected to a possible impairment of health and safety.

A joint Safety Committee shall be established, consisting of three (3) employees designated by the Association and three (3) members designated by the Employer. The function of the Safety Committee shall be to advise the Employer concerning safety and health matters, but not to handle grievances. In the discharge of this function, the Safety Committee shall consider existing practices and rules and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

#### ARTICLE 20

##### UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS

Should an employee report for work and subsequently the County decides to close all County Offices including Welfare Board offices, for whatever reason, such employee who reports to

work shall be credited for the day's work. Should the County for whatever reason close all County Offices including Welfare Board offices before the start of a work day, or during the regularly scheduled workday, all employees will be credited with a day's work.

## ARTICLE 21

### JOB CLASSIFICATIONS AND VACANCIES

The Employer shall post advance notice, in all Departments, of any position to be filled for fifteen (15) working days.

Prior to posting such notice, the Employer shall submit to the Association the proposed Title and Salary for the position to be filled.

## ARTICLE 22

### PROMOTIONS AND TITLE CHANGES

#### Review Board

The Employer agrees to establish a Review Board to study requests for promotions and/or changes in title. The Board shall also review the status of provisional employees who have passed Civil Service examinations and have not been granted permanent appointment due to the absence of a complete certified list for the position held.

The Board shall be comprised of no more than three (3) members appointed by the County and no more than three (3) members appointed by the Association, in equal numbers, with a chairman, acceptable to both parties. The Recommendations of this Board shall be advisory.

With regard to Welfare Board employees, it is recognized by the parties that the Welfare Board must adhere to the procedure set forth in Ruling 11 and said procedure is hereby incorporated herein. To the extent that any of the foregoing provisions of this Article conflict with Ruling 11, Ruling 11 shall govern.

## ARTICLE 23

### TEMPORARY EMPLOYEES

Temporary employees are those hired during a period of emergency or to fill a temporary position (position required for a period of not more than four (4) months or for recurrent periods aggregating not more than four (4) months in any twelve (12) month period). Extension of such a position beyond these

limitations will automatically change its status to permanent, and all benefits granted to Permanent and Provisional employees shall accrue to the employee, retroactive to date of hire.

Overtime shall be provided in accordance with Article 10 of the Agreement.

#### ARTICLE 24

##### DISCRIMINATION AND DISCIPLINE

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation or Association activity.

In any case of disciplinary action, including discharge, the Employer will notify the Association of the action taken no later than the next workday.

#### ARTICLE 25

##### PERSONNEL FILES

Employees shall have the right to inspect and review their own individual personnel files upon request to the County and the County Welfare Board. The employer recognizes and agrees to permit this review and examination at any reasonable time. An employee shall have the right to define, explain or object in writing to anything found in his personnel file. This writing shall become a part of the employee's personnel file.

For purposes of this Agreement, a personnel file is defined as any and all recorded matter concerning the employee, maintained by the County and the County Welfare Board.

#### ARTICLE 26

##### ECONOMY LAYOFFS

Layoffs for economy reasons shall not be effected before the Employer in good faith, has first demonstrated the need for economy to the Association, and that the necessary economy will result from the layoff(s). Employees to be laid off shall be sent written notice; layoffs shall be according to rules of the Civil Service Commission.

An employee covered by this Agreement who is laid off pursuant to the provisions hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Civil Service Commission, in accordance with Civil Service Procedures.

## ARTICLE 27

### GRIEVANCE PROCEDURE

#### A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without the intervention of the Association.

#### B. Definitions

The term "grievance" shall mean an allegation that there has been:

1. A mis-interpretation or mis-application of the terms of this Agreement which is subject to the grievance procedure outlined herein and shall hereinafter be referred to as a "contract grievance"; or

2. Inequitable, improper, unjust application or mis-interpretation of rules or regulations, existing policy, or orders applicable to the Welfare Board, which shall be processed up to and including the Welfare Board, and shall hereinafter be referred to as a "non-contractual grievance."

#### C. Presentation of a Grievance

The Welfare Board agrees that in the presentation of a grievance there shall be no loss of pay for the time spent in presenting the grievance by the grievant and one Association Representative who is an employee of the Board throughout the grievance procedure.

#### D. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement.

##### STEP 1

a. The grievant shall institute action under the provisions hereof in writing, signed and delivered to his (or her) Supervisor within ten (10) working days of the occurrence complained of, or within ten (10) working days after he would reasonably

be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. The grievant may be represented by an employee who is an Association Representative.

b. The Supervisor shall render a decision in writing within ten (10) working days after receipt of the grievance.

#### STEP 2

a. In the event satisfactory settlement has not been reached, the grievant shall, in writing and signed, file his complaint with the Director of Welfare within five (5) working days following the determination at Step 1. The grievant may be represented by an employee who is a Local Association Officer or Representative.

b. The Director of Welfare, or his designee, shall render his decision within ten (10) working days after the receipt of the complaint.

#### STEP 3

a. Should the grievant disagree with the decision of the Director, or his designee, the aggrieved may, within five (5) working days, submit to the Board a statement in writing and signed as to the issues in dispute. In the event the grievant files his statement with the Board at least ten (10) working days prior to a Board meeting, the matter shall be placed on the agenda for that Board meeting. Statements filed less than ten (10) working days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the agenda for the following meeting. The Board shall review the decision of the Director together with the disputed areas submitted by the grievant. The grievant and/or the Association representative may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed. If the Board's decision involves a non-contractual grievance, the decision of the Board shall be final.

b. The grievant may be represented by a Local Association Officer or a representative of the New Jersey Civil Service Association, Inc. or both. A minority organization shall not present or process grievances.

#### STEP 4

a. Any unresolved contract grievances (as defined in B.1., Definitions above) except matters involving appointment, promotion, or assignment or matters within the exclusive province

of Civil Service, may be appealed to arbitration only by the Association. The Association must file the request for arbitration within ten (10) working days after the receipt of the Board's decision.

b. Nothing in this Agreement shall be construed as compelling the Association to submit a grievance to arbitration or to represent an employee before Civil Service. The Association's decision to request the movement of a grievance to arbitration or to terminate the grievance prior to submission to arbitration shall be final as to the interests of the grievant and the Association.

c. Where the grievance involves an alleged violation of individual rights specified in Civil Service law and rules for which a specific appeal to Civil Service is available, the individual may present his complaint to Civil Service directly. The grievant may pursue the Civil Service procedure or the grievance procedure as herein provided. Once the grievant makes the selection of procedure, such election shall be deemed final and binding and constitute an absolute waiver of the procedure not selected. The election will be made in writing at the appropriate time on the grievance form.

d. The arbitrator shall be selected by agreement between the parties within thirty (30) working days following the execution of this agreement. The arbitrator shall be selected from the members of the Institute of Management and Labor Relations of Rutgers University and shall be designated as permanent and shall serve during the life of the agreement, or

e. If the parties do not desire a permanent arbitrator, they may have the option of selecting an arbitrator on a case-by-case basis as follows:

- 1) By selection from a list of arbitrators who are members of the Institute of Management and Labor Relations of Rutgers University, in accordance with the selection procedures of the Institute, or;

- 2) By selection from the panel of arbitrators maintained by the Public Employment Relations Commission, in accordance with the selection procedures of the Public Employment Relations Commission, or;

- 3) By selection from the panel of arbitrators maintained by the American Arbitration Association, in accordance with the selection procedures of the American Arbitration Association.

f. The parties shall meet at least ten (10) working days prior to the date of the arbitration hearing to frame the issues to be submitted to the arbitrator and to stipulate the facts of the manner in an effort to expedite the hearing.

g. The decision or award of the arbitrator shall be final and binding on the Welfare Board, the Association, and the grievant or grievants to the extent permitted by and in accordance with applicable law and this Agreement.

Any arbitration decisions or awards affecting matters covered by Ruling 11 shall be subject to review by the Department of Human Services, Division of Public Welfare. Where the Department of Human Services, Division of Public Welfare, refuses to approve an arbitrator's decision or award as being in contravention of Ruling 11, this shall not be construed as preventing the Association from thereafter moving in an appropriate forum for the enforcement of the arbitrator's decision or award.

h. The arbitrator may prescribe an appropriate back pay remedy when he finds a violation of this Agreement, provided such remedy is permitted by law and is consistent with the terms of this Agreement, except that he may not make an award which exceeds the Welfare Board's authority.

The arbitrator shall have no authority to prescribe a monetary award as a penalty for a violation of this Agreement.

i. The arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement and shall confine his decision solely to the interpretation and application of this Agreement. He shall confine himself to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted to him, nor shall he submit observations or declaration of opinions which are not essential in reaching the determination.

j. The costs of the services of the arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred in connection with the arbitration shall be paid by the party incurring the same.

k. The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

l. The arbitrator shall hold a hearing at a time and place convenient to the parties as expeditiously as possible after his selection and shall issue his decision within thirty (30) days after the close of the hearing.

m. Grievance resolutions or decisions at Steps 1 through 4 shall not constitute a precedent in any arbitration or other proceeding unless a specific agreement to that effect is made by the authorized representatives of both parties. This is not to be construed as limiting the right of either party to introduce relevant evidence, including such grievance resolution, as to the prior conduct of the other party.

## ARTICLE 28

### COMMUNICATIONS

The Employer shall direct any County department or agency which is governed by a board or commission to provide the Association copies of the minutes of any meeting held by such board or commission no later than fifteen (15) days after the meeting has been held. The foregoing shall also apply to the minutes of the public meetings of the Board of Chosen Freeholders and the County Welfare Board with all references to Welfare Board clients deleted therefrom.

A member of the Welfare Board staff, on a rotating basis, as assigned by the Director, may attend the regular monthly meeting of the Welfare Board.

## ARTICLE 29

### GENERAL PROVISIONS

Section 1: - This agreement constitutes the complete and final understanding of the parties during the term thereof.

Section 2: All terms of masculine gender shall be construed to include the feminine gender and all terms stated in the singular shall be construed to include the plural unless a different intention is clearly understood from the context in which such terms are used.

## ARTICLE 30

### EDUCATIONAL LEAVE AND ASSISTANCE

In accordance with the provisions of Ruling 11 of the Division of Public Welfare and subject to the availability of funds, the Welfare Board hereby agrees that it shall provide, during the term of this agreement, a staff educational program.

### DURATION OF AGREEMENT

The terms and effects of this Agreement shall be in force commencing January 1, 1976 and shall remain in effect in full



force through December 31, 1977. The parties agree to begin negotiating for a successor agreement no later than October 1, 1977.

Copies of this Agreement shall be distributed to all employees of the Hunterdon County Welfare Board, the expense for printing and distribution being borne equally by the parties.

IN WITNESS WHEREOF, the parties have caused this Addendum to Agreement to be signed by their duly authorized representatives on the date first above written.

HUNTERDON COUNCIL NO. 15  
N.J. CIVIL SERVICE ASSOCIATION

HUNTERDON COUNTY BOARD OF CHOSEN  
FREEHOLDERS

By Andrew Weiman  
Andrew Weiman, President

By Benjamin Kirkland  
Benjamin Kirkland, Director

Attest:

Gloria A. Weiman  
Gloria Weiman, Secretary

Attest:

Mildred Preen Mortimer  
Mildred Preen Mortimer, Clerk

HUNTERDON COUNTY WELFARE BOARD

By John S. Haverstick  
John S. Haverstick, Chairman

Attest:

Approved:

G. Thomas Riti  
G. Thomas Riti, Director  
Division of Public Welfare

Ludmila F. French  
Ludmila F. French, Clerk

FORMULA FOR WAGES

Notwithstanding the provisions of any prior agreement, addendum or memorandum, the total annual wage to be paid to each employee for the duration of this contract shall be based on the following:

Income Maintenance Technician; Income Maintenance Specialist; Investigator, CWB; and

A. ~~Social Service and Income Maintenance Staff~~ Social Worker

1. Effective January 1, 1976 - The salary corresponding on a step to step basis to the appropriate range ~~and step~~ as reflected on the attached Schedules A and B which are effective January 1, 1976.
2. Effective July 1, 1976 - The salary corresponding to the appropriate range and step as reflected on the attached Schedules A and C which are effective July 1, 1976.
3. During 1976 and 1977, a merit increment shall be paid on the anniversary date, up to the maximum of the salary range, in accordance with the ~~applicable provisions~~ provisions of Ruling 11.

Work Supervisor  
B. ~~Social Service and Income Maintenance Supervisory Staff~~

1. Effective January 1, 1976 -
  - (a) The salary corresponding to the appropriate range, on a to step basis ~~and step~~, as reflected on the attached Schedules A and B which are effective January 1, 1976; plus,
    - (b) A wage differential equal to 3.41 percent, based exclusively on the applicable minimum step of the range in effect for each employee as of January 1, 1976, which terminates June 30, 1976.
2. Effective July 1, 1976 - The salary corresponding to the appropriate range and step as reflected on the

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J. A. W. [Signature]  
M. H. [Signature]

attached Schedules A and C which are effective July 1, 1976;

3. During 1976 and 1977, a merit increment shall be paid on the anniversary date <sup>up to the maximum of the salary range</sup> in accordance with the ~~applicable revision~~ provisions of Ruling 11.

C. Clerical Staff (including <sup>clerical</sup> supervisors and social service aides)

1. Effective January 1, 1976 -

(a) The salary corresponding to the appropriate range and step as reflected on the attached Schedules A and B which are effective January 1, 1976, plus

(b) A salary wage differential equal to 8.41 percent based exclusively on <sup>applicable</sup> ~~of~~ the minimum step of the range in effect for each employee as of January 1, 1976 and which terminates on June 30, 1976.

2. Effective July 1, 1976

(a) The salary corresponding to the appropriate range and step as reflected on the attached Schedules A and C which are effective July 1, 1976; plus,

(b) A salary wage differential equal to 1.41 percent based exclusively on ~~of~~ the minimum step of the range in effect for each employee as of July 1, 1976; ~~plus~~ which terminates on December 31, 1977.

~~3. Effective January 1, 1977~~

~~A salary wage differential equal to 1.41 percent of the minimum step of the range in effect for each employee as of July 1, 1976~~

3.

4. During 1976 and 1977, a merit increment shall be paid on the anniversary date <sup>up to the maximum of the salary range</sup> in accordance with the ~~applicable revision~~ provisions of Ruling 11.

D. In the event that an employee is assigned to another classification, the salary differential, if applicable for that employee shall be based exclusively on the minimum step of the salary range of the classification title to which he/she is assigned on the effective date.

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J. A. W. L. 22

REOPENER ON NEGOTIATIONS FOR WAGES

During the term of this Agreement, the parties agree to negotiate about the subject of wages in the event that further salary ranges ~~are adopted~~ <sup>are adopted</sup> revisions to Ruling 11, other than referenced in this Agreement, after the first year of this Agreement occur, and result in changes in the levels of compensation for the majority of titles covered by this Agreement. Negotiations shall begin on this subject matter following the giving of thirty (30) days written notice by the Association to the Welfare Board of the Association's intent to commence negotiations on this subject. Negotiations shall encompass titles salary adjustments concerning all ~~categories~~ affected by the aforesaid revisions in Ruling 11x which shall be subject to approval by the Division of Public Welfare.

*Initials indicate approval  
of 7 changes on this page.*

*G.J. K.A. W.  
M.P.M. Blue*

	<u>EFFECTIVE 1/1/76</u>		<u>EFFECTIVE 7/1/76</u>	
Clerk Bookkeeper	A 5	\$ 5,364. - \$ 7,240. (hiring rate \$5,900.)	A 5	\$ 5,740. - \$7,749. (hiring rate \$6,314.)
Clerk Typist	A 5	5,364. - \$ 7,240. (hiring rate \$5,900.)	A 5	5,740. - 7,749. (hiring rate \$6,314.)
Income Maintenance Specialist	A 18	10,115. - 13,657.	A 18	10,824. - 14,611.
Income Maintenance Supervisor	A 21	11,710. - 15,812.	A 21	12,530. - 16,919.
Income Maintenance Technician	A 13	7,925. - 10,697.	A 13	8,481. - 11,449.
Investigator	A 18	10,115. - 13,657.	A 18	10,824. - 14,611.
Principal Clerk Stenographer	A 13	7,925. - 10,697.	A 13	8,481. - 11,449.
Principal Clerk (Typing)	A 12	7,548. - 10,187.	A 12	8,078. - 10,899.
Senior Account Clerk	A 7	5,914. - 7,986.	A 7	6,329. - 8,548.
Senior Clerk	A 7	5,914. - 7,986.	A 7	6,329. - 8,548.
Senior Clerk Transcriber	A 9	6,521. - 8,803.	A 9	6,979. - 9,422.
Senior Clerk Typist	A 8	6,210. - 8,387.	A 8	6,646. - 8,977.
Social Service Aide	A 4	5,109. - 6,894. (hiring rate \$5,874.)	A 4	5,467. - 7,378. (hiring rate \$6,286.)
Social Worker	A 18	10,115. - 13,657.	A 18	10,824. - 14,611.
Social Work Supervisor	A 21	11,710. - 15,812.	A 21	12,530. - 16,919.
Supervising Clerk	A 15	8,737. - 11,796.	A 15	9,350. - 12,619.

12/16/76

C O M P E N S A T I O N   S C H E D U L E

FOR COUNTY WELFARE BOARDS

EFFECTIVE July 1, 1974

A N N U A L        S A L A R I E S

<u>Rng. No.</u> <u>Inter-</u> <u>val 5%</u>	<u>Incre-</u> <u>ment 5%</u>	<u>Min.</u> <u>Start</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>7th</u>	<u>Max.</u>
A01	221	4413	4634	4855	5076	5297	5518	5739	5960
A02	232	4634	4866	5098	5330	5562	5794	6026	6258
A03	243	4866	5109	5352	5595	5838	6081	6324	6567
A04	255	5109	5364	5619	5874	6129	6384	6639	6894
A05	268	5364	5632	5900	6168	6436	6704	6972	7240
A06	282	5632	5914	6196	6478	6760	7042	7324	7606
A07	296	5914	6210	6506	6802	7098	7394	7690	7986
A08	311	6210	6521	6832	7143	7454	7765	8076	8387
A09	326	6521	6847	7173	7499	7825	8151	8477	8803
A10	342	6847	7189	7531	7873	8215	8557	8899	9241
A11	359	7189	7548	7907	8266	8625	8984	9343	9702
A12	377	7548	7925	8302	8679	9056	9433	9810	10187
A13	396	7925	8321	8717	9113	9509	9905	10301	10697
A14	416	8321	8737	9153	9569	9985	10401	10817	11233
A15	437	8737	9174	9611	10048	10485	10922	11359	11796
A16	459	9174	9633	10092	10551	11010	11469	11928	12387
A17	482	9633	10115	10597	11079	11561	12043	12525	13007
A18	506	10115	10621	11127	11633	12139	12645	13151	13657
A19	531	10621	11152	11683	12214	12745	13276	13807	14338
A20	558	11152	11710	12268	12826	13384	13942	14500	15058
A21	586	11710	12296	12882	13468	14054	14640	15226	15812
A22	615	12296	12911	13526	14141	14756	15371	15986	16601
A23	646	12911	13557	14203	14849	15495	16141	16787	17433

C O M P E N S A T I O N   S C H E D U L EA N N U A L   S A L A R I E S

Effective July 1, 1976

<u>Rng. No.</u>	<u>Inter-</u> <u>val 5%</u>	<u>Incre-</u> <u>ment</u>	<u>Min.</u> <u>Start</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>6th</u>	<u>7th</u>	<u>Max.</u>
A01	237	4722	4959	5196	5433	5670	5907	6144	6381	
A02	248	4959	5207	5455	5703	5951	6199	6447	6695	
A03	260	5207	5467	5727	5987	6247	6507	6767	7027	
A04	273	5467	5740	6013	6286	6559	6832	7105	7378	
A05	287	5740	6027	6314	6601	6888	7175	7462	7749	
A06	302	6027	6329	6631	6933	7235	7537	7839	8141	
A07	317	6329	6646	6963	7280	7597	7914	8231	8548	
A08	333	6646	6979	7312	7645	7978	8311	8644	8977	
A09	349	6979	7328	7677	8026	8375	8724	9073	9422	
A10	366	7328	7694	8060	8426	8792	9158	9524	9890	
A11	384	7694	8078	8462	8846	9230	9614	9998	10382	
A12	403	8078	8481	8884	9287	9690	10093	10496	10899	
A13	424	8481	8905	9329	9753	10177	10601	11025	11449	
A14	445	8905	9350	9795	10240	10685	11130	11575	12020	
A15	467	9350	9817	10284	10751	11218	11685	12152	12619	
A16	491	9817	10308	10799	11290	11781	12272	12763	13254	
A17	516	10308	10824	11340	11856	12372	12888	13404	13920	
A18	541	10824	11365	11906	12447	12988	13529	14070	14611	
A19	568	11365	11933	12501	13069	13637	14205	14773	15341	
A20	597	11933	12530	13127	13724	14321	14918	15515	16112	
A21	627	12530	13157	13784	14411	15038	15665	16292	16919	
A22	658	13157	13815	14473	15131	15789	16447	17105	17763	